

# Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

<b>GENERAL SERVICES ADMINISTRATION</b>
<b>(1) FEDERAL ADVISORY COMMITTEE NAME</b> <i>State the legal name of the FAC</i>
National Advisory Council on Nurse Education and Practice
<b>(2) AUTHORITY</b> <i>Identify the authority for establishing the FAC</i>
The National Advisory Council on Nurse Education and Practice (Advisory Council) is required by section 851 (42 U.S.C. 297t) of the Public Health Service (PHS) Act, as amended and re-designated by section 5310(b) of the Affordable Care Act. The Advisory Council is governed by provisions of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C. Appendix 2), as amended, which sets forth standards for the formation and use of advisory committees.
<b>(3) MISSION/FUNCTION</b> <i>Describe the mission/function of the FAC</i>
The Advisory Council shall provide advice and make recommendations to the Secretary and Congress on policy matters arising in the administration of Title VIII including the range of issues relating to the nurse workforce, nursing education, and nursing practice improvement. The Advisory Council may make specific recommendations to the Secretary and Congress regarding programs administered by the Division of Nursing and Public Health, Bureau of Health Workforce, Health Resources and Services Administration--particularly within the context of the enabling legislation and the Division's mission and strategic directions--as a means of enhancing the health of the public through the development of the nursing workforce. The Advisory Council provides advice to the Secretary and Congress in preparation of general regulations and with respect to policy matters arising in the administration of this Title including the range of issues relating to nurse supply, education and practice improvement.
<b>(4) POINTS OF VIEW</b> <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider identifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
<p>Per statute, the Advisory Council shall consist of the Secretary or delegate who shall be an ex officio member and shall serve as the Chairperson, and not less than twenty-one (21), nor more than twenty-three (23) members selected by the Secretary. Two of the appointed members shall be selected from full-time students representing various levels of education in schools of nursing; two shall be selected from the general public; two shall be selected from practicing professional nurses; and nine shall be selected from among the leading authorities in the various fields of nursing, higher, secondary education, and associate degree schools of nursing, and from representatives of advanced education nursing groups (such as nurse practitioners, nurse midwives, and nurse anesthetists), hospitals and other institutions and organizations which provide nursing services.</p> <p>Members will be appointed based on their competence, interest, and knowledge of the mission of the nursing profession. Members appointed to fill vacancies occurring prior to the expiration of the term for which their predecessors were appointed shall be appointed only for the remainder of</p>

such terms. A student member may continue to serve the remainder of a 4-year term following completion of a nurse education program. Members may serve after the expiration of their term until their successors have taken office. Non-federal members shall be Special Government Employees.

#### **(5) OTHER BALANCE FACTORS**

*List any other factors your agency identifies as important in achieving a balanced FAC*

The Secretary ensures a broad geographic representation of members, a balance between urban and rural members, and the adequate representation of women and minorities. Members shall be appointed based on their competence, interest, and knowledge of the mission of the profession involved.

#### **(6) CANDIDATE IDENTIFICATION PROCESS**

*Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:*

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

The DFO will solicit candidate nominations from constituent professional organizations associated with the disciplines represented on the Council. An announcement requesting nominations will also be placed in the Federal Register. A short list of the best qualified candidates will be developed and discussed within HRSA. Formal letters of invitation to serve on the Council will be extended by the Secretary of HHS. If any vacancies occur during the life of the Council, the DFO will review the candidate list, identify the best qualified candidate to replace the lost expertise, and initiate the review process as described above. Council members will be appointed by the Secretary to a term of 4 years.

#### **(7) SUBCOMMITTEE BALANCE**

*Subcommittees subject to FACA\* should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

*\*This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

The process used to determine advisory committee member balance for the parent Federal advisory committee will be used for any subcommittees that may be created.

#### **(8) OTHER**

*Provide any additional information that supports the balance of the FAC*

None.

#### **(9) DATE PREPARED/UPDATED**

*Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated*

October 28, 2016